

Regular Council Meeting—April 9, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on April 9, 2013 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Kelsey Brown, Altavista Presbyterian Church, gave the invocation.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Dan Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Clay Hamilton, Police Department  
Deputy Chief Ken Walsh, Police Department  
Mr. John Eller, Town Attorney  
Mr. John Tomlin, Public Works Director  
Mr. Steve Bond, Wastewater Treatment Director  
Mr. Chuck Cofflin, Water Plant Director  
Mrs. Megan Lucas, Economic Dev. Director  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment
5. Special Items or Recognitions
  - a) Recognition of the Altavista Boy's and Girl's Basketball Teams

**RESOLUTION COMMENDING THE ALTAVISTA HIGH SCHOOL 2012-13 GIRLS' BASKETBALL TEAM**

*WHEREAS, the Altavista High School girls' basketball team finished the 2012-2013 season as the Dogwood District regular season champions with a perfect 12-0 record, as the Dogwood District Tournament Champion and the Virginia High School League Group A Division 1 Runner Ups with a final record of 23 – 5; and*

*WHEREAS, the Lady Colonels, as Region B's top seed easily defeated Riverheads High School 41-22 and Madison County High School 46-29, before falling to defending State Champion East Rockingham High School 56-37 at Spotswood High School in the Region B championship game; and*

*WHEREAS*, the Lady Colonel's in the State Tournament dispatched of Colonial Beach High School and Clintwood High School, setting up a rematch with East Rockingham for the State Championship; and

*WHEREAS*, the Altavista High School girls' basketball team displayed tremendous effort and heart in the final game before falling to East Rockingham High School by a score of 35-31, and

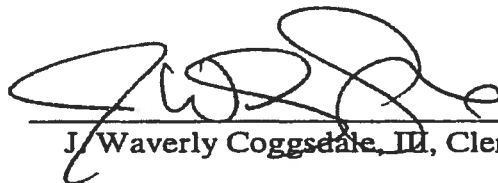
*WHEREAS*, the Altavista High School's girls' basketball team, under the expert leadership of veteran Head Coach Deborah Spencer, who earned her 300<sup>th</sup> win during the season, was honored by the Virginia High School League with a Sportsmanship Award for its exemplary conduct; and

*WHEREAS*, the outstanding season of the Colonels girls' basketball team is a tribute to the talent, dedication, and perseverance of the players; the leadership of Head Coach Deborah Spencer and her hardworking staff; and the support of parents, students, and faculty & administration of Altavista High School; now therefore

*BE IT RESOLVED*, the Altavista Town Council recognizes and congratulates the 2012-2013 Altavista High School girls' basketball team, its coaches and the school's administration on their outstanding season; and

*BE IT FURTHER RESOLVED*, that a copy of this resolution is presented to Altavista High School as an expression of the admiration of the Town of Altavista and its citizens for the performance of the 2012-2013 Altavista High School girls' basketball team.

Adopted the 9<sup>th</sup> day of April 2013.

  
J. Waverly Coggsdale, III, Clerk

  
Michael E. Mattox, Mayor

A motion was made by Mr. Edwards, seconded by Mr. Ferguson, to adopt the resolution recognizing the Altavista Girl's Basketball team.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

**RESOLUTION COMMENDING THE ALTAVISTA HIGH SCHOOL  
COLONELS,  
VIRGINIA "A" DIVISION 1 STATE BOYS' BASKETBALL CHAMPIONS**

*WHEREAS*, the Altavista High School boys' basketball team defeated West Point High School before an enthusiastic crowd at Virginia Commonwealth University's Siegel Center to win the Virginia High School League Group A Division 1 championship on March 8, 2013; and

*WHEREAS*, the Altavista High School boys' basketball team finished as runner-ups in both the Dogwood District's regular season and tournament, finishing district play with a 18 – 3 record and earning a number two seed in the Region "B" tournament ; and

*WHEREAS*, the Colonels rolled through the Region B Tournament by defeating William Campbell High School 51-37; Gretna High School 67-29 and capping it off by defeating Page County High School, the number one seed in Region B, by a score of 68-42 to claim the Region B championship and advancing to the state championship tournament; and

*WHEREAS*, in the state quarterfinals, the Colonels defeated Region A Runner Up Surry High 56 – 50 in a very hard fought defensive contest at the Salem Civic Center on March 2<sup>nd</sup> to advance to the State semi-final game in Richmond against J.I. Burton High School; and

*WHEREAS*, the Altavista High School boys' basketball headed to Richmond for their Final Four match up with Region D Runner Up J.I. Burton High school, with a superb defensive effort and a solid consistent offense the Colonels prevailed by a score of 47-26 setting up the championship tilt the next day between the Altavista High School Colonels and the West Point Pointers; and

*WHEREAS*, the Colonels, the coaching staff and their fans sensed that the championship match up would be a defensive battle against the Region A Champions West Point High School; and

*WHEREAS*, the Altavista High School boys' basketball team exploded out of the gate displaying an offensive scheme that attacked the basket and handled West Point High School's defensive pressure to take a commanding first half lead and cruise to a win in the championship game by a score of 80-62, the largest offensive point total of the year for the Colonels; and

*WHEREAS*, the Altavista Colonels boys' basketball capped the 2012-2013 basketball season with a 24 -3 record as Region B and as Virginia High School League Group A, Division 1 champions, the second state championship since 2002; and

*WHEREAS*, the Altavista High School's boys' basketball team, under the expert guidance of veteran Head Coach Mike Cartolaro and his staff, was also honored by the Virginia High School League with a Sportsmanship Award for its exemplary conduct; and

*WHEREAS*, the triumphant performance of the Colonels boys' basketball team is a tribute to the talent, dedication, and perseverance of the players; the leadership of Head Coach Mike Cartolaro and his hardworking staff; and the support of parents, students, and faculty & administration of Altavista High School; now therefore

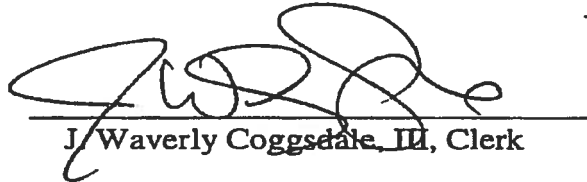
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*BE IT FURTHER RESOLVED*, that a copy of this resolution is presented to Altavista High School as an expression of the admiration of the Town of

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*Altavista and its citizens for the championship performance of the 2012-2013 Altavista High School boys' basketball team.*

Adopted the 9<sup>th</sup> day of April 2013.

  
J. Waverly Coggsdale, III, Clerk

  
Michael E. Mattox, Mayor

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to adopt the resolution recognizing the Altavista Boys Basketball team.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### 6. Consent Agenda

- a) Approval of Minutes-Regular Meeting March 12, 2013
- b) Approval of Minutes-Budget Work Session March 25, 2013
- c) Receive monthly review of Invoices
- d) Receive monthly review of Revenue & Expenditures
- e) Receive monthly review of Reserve Balance/Investment Report

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### 7. Public Hearings

Mr. Coggsdale advised the Town's Recreation Committee, at the Council's February 12, 2013 meeting, brought forth several recommendations regarding the Town's English Park. The recommendations were 1) Dogs on a leash be permitted in English Park and that "poop stations" be installed at strategic locations; and 2) the loop road along the Staunton River be closed (there is a gate on the end at the gazebo and Do Not Enter Signs at the other end). Following the Recreation Committee's report, the item was referred to the Town's Public Works Committee. At the March 12, 2013 Town Council meeting, Council voted to schedule a public input session and a notice was published in the local paper.

#### a) English Park

- i) Proposed allowance of dogs

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Mrs. Carol Day, Bedford Avenue, addressed Council. She stated she was there to express her feelings on the dogs in English Park. She stated she walks her dog on Bedford Avenue and has done so for years. She felt giving people permission to walk their dogs in the park was not a good idea; they do not follow the laws. She did not want the dogs in English Park. She asked Council to keep the park for the adults and kids; other places can be found to walk the dogs.

Mr. Higginbotham asked if this would be the park to the train tracks or English park including the Campbell County section.

Mr. Coggsdale responded Campbell County has advised whatever rules the Town sets for English Park, they will accept for their park.

Mr. Higginbotham asked Council if they are saying dogs are allowed on one side and not the other.

Mr. Coggsdale stated that decision has not been made.

Mrs. Patty Eller addressed Council on behalf of the Altavista Chamber of Commerce asking that dogs not be allowed in the park during the Uncle Billy's Day festivities.

Mr. Joseph Emerson, Broad Street, stated he did not feel the dogs should be on leashes and in the park. He suggested Council consider a dog park on the vacant lot on Lola Avenue (former dump site).

Ms. Kelsey Brown, Bedford Avenue, felt dogs should be allowed in the park. She stated English Park was the only park in the county that does not allow dogs. She felt allowing the dogs in the park were a welcoming thing; people want to take their dogs to the park and walk them. She said there would be issues and suggested poop stations be installed. She felt dogs in the park were part of community activity, something that is done as a family and was a good idea.

Mayor Mattox closed the public input session at 7:15 p.m.

Mr. George felt the Bark Park as mentioned by Mr. Emerson was a good idea except that an area would have to be fenced in to allow the dogs to run free. He stated he too has a dog and enjoys walking him. He felt as long as people behave and follow the rules; it shouldn't bother anyone having dogs in the park. He mentioned dogs are allowed in Shreve Park and did not know of any problems that have occurred. Mr. George felt that a fine should be attached for anyone not obeying the rules. He felt allowing the dogs in the park was a good amenity to have; one more piece of the puzzle to make Altavista an attractive place to live.

Mr. Higginbotham asked Mr. George his thoughts on allowing dogs in both English Park and the Campbell County section of the park.

Mr. George felt this should apply for both areas.

Mr. Coggsdale noted the master plan does allude to a Bark Park in the future.

Mr. Edwards stated he has received a few calls from individuals who felt threatened by dogs. He noted English Park is the only place that you cannot take a dog.

Mr. George stated he did not know if the other parks in Town allowed dogs.

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Mayor Mattox asked Ms. Mary Pascale to come forward and address Council. He asked if there had been problems at other county parks with dogs.

Ms. Mary Pascale, Director of Parks and Recreation Department for Campbell County advised they have not had a lot of complaints; all parks allow dogs on a leash and in control of the owner except for English Park. She noted “under control of owner” can mean a lot of things; occasionally there will be dog training sessions when dogs are not on a leash but permission is granted in advance of the training session.

Mr. Ferguson stated he was surprised when he moved back to Altavista that dogs were not allowed in the park; every location he has lived dogs were allowed in the park. He said this is something that has to be controlled and felt not allowing dogs in the park sends a bad message to people that would like to locate here. Mr. Ferguson felt dogs should be allowed in English Park.

Councilman Emerson stated he too has a dog and walks the dog on Bedford Avenue; his neighbor has approached him in regards to this issue as well. He agrees that dogs should be allowed at English Park as long as there are some measures to make sure the rules are abided by.

Mrs. Dalton asked if this request is granted and does not work out could it be rescinded.

Mr. Coggsdale advised it could be.

Mr. Higginbotham asked if it would be a compromise to allow dogs on the extended English Park.

Mrs. Dalton stated parking the car as you enter the park and then getting the dog to the other end could be a problem.

Mr. George noted the chain link fence located at the end of the park was placed there by the rail road and does not separate the two parks. He stated the new part of the park is like walking out in the country. He felt as long as people have control of their dog and have “poop” stations available to clean up the litter; it should be authorized for a six month trial run.

A motion was made by Mr. George, seconded by Mr. Ferguson, to allow dogs in English Park on a lease and under the owner’s control, with “poop” stations being installed and requiring owners to clean up after their pets. This is for a six month trial period.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

ii) Proposed closure of portion of loop road

Mayor Mattox asked if anyone would like to speak in regards to closure of the loop road at English Park.

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Mrs. Sarah Germeroth, Leesville Road, Lynch Station addressed Council. She stated she is a mother of five and a soccer coach; she and her family spend a lot of time at the park. She stated she has concerns of children chasing soccer balls across the road towards the river; they are usually focused on the ball and not the traffic and there were two close calls recently. She also noted the balls go into the river and suggested fencing be considered. She asked Council to close the area to vehicular traffic because of the games at the park, biking and running. She asked that the loop closure happen as soon as possible because soccer season is in session now.

Mrs. Carol Day, Bedford Avenue, addressed Council stating she did not understand the whole process where the public has been given permission to walk their dogs in the park but have taken away the availability to get into the river area. She stated she is a mom, grandma, and great-grandma and is also a senior citizen and believes Altavista could improve on its handicap relationships. If that area is blocked off, people who cannot walk cannot get to the riverside. She stated it is a public park and you are taking away a privilege the river gives to a lot of people. The stairs going down to the river have been removed; too much has been taken away. She asked Council to give this a lot of thought.

Mr. Joseph Emerson, 812 Broad Street, stated if the road is closed off, people will have to walk across the field to get to the river area. He noted if you go to the park during lunch, people are sitting at all of the tables along the river enjoying their lunch and the peace and quiet. He felt the road should remain open and handicaps should be able to access the area as well.

Mrs. Dalton mentioned there is a gate at the far parking area and another would be installed at the other end near the turnaround area.

Mr. George clarified there are only a few picnic tables located within the area to be blocked off and suggested these be moved to another part of the park. He did not believe the river was visible from that area as well. Measuring the safety issues, he felt the area should be closed off to vehicular traffic.

Mayor Mattox closed the public input session at 7:37 p.m.

Mr. Ferguson stated as a person that bikes and walks, he has seen firsthand where there is a problem with and usually it's just people riding and sightseeing. It is a park where kids are and it is definitely a safety issue. He noted one parking lot is located near the river and picnic area.

Mr. Edwards asked if fencing in the area would resolve the safety issue.

Mr. Ferguson stated fencing might help with children running towards the river but not for the walkers, runners and bikers.

Mr. Emerson mentioned if it saved one child from being injured, he was for it.

Mayor Mattox asked how the handicap accessibility could be addressed.

Mr. Tomlin advised there was room at the end of the loop to designate handicap parking.

Mr. Edwards questioned if the gates would be closed permanently.

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Mr. George stated this has been discussed in the committees, there would have to be keys to the gates for emergency personnel and special events.

A motion was made by Mr. George, seconded by Mrs. Dalton, to close off the loop at the English Park to traffic except for emergency vehicles and special events beginning May 1, direct staff to install adequate handicap parking and install removable bollards.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### 8. Standing Committee/Commission/Board Reports

#### a) Council Committees

##### i. Finance/Human Resources Committee

Mrs. Dalton advised the Finance/Human Resources Committee met on Friday, March 22<sup>nd</sup> and Friday, March 29<sup>th</sup> to discuss items that had been placed on their agenda.

Mrs. Dalton stated after the Finance Committee reviewed the request of the Altavista EMS for \$11,500 to purchase an ambulance at the March 12<sup>th</sup> Council meeting, the committee is recommending approval of \$1,000 as annually budgeted for the EMS. The Finance Committee will further review the request of the \$10,500 after gathering additional information.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to budget \$1,000 for the Altavista EMS and review information when presented on the need for the \$10,500.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton added they are grateful to the EMS and this has no reflection on the EMS, it is just a matter of clarity.

#### a. Health Insurance

Mrs. Dalton offered a motion on the health plan and then explained the reason for such.

A motion was made by Mrs. Dalton that the Town accept the quote from Southern Healthcare for the Value PPO Plan with a \$1,000 deductible, as the base plan, with employee options to buy up to the Value PPO \$500 Deductible and a Care POS \$0 Deductible plans.



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Mrs. Dalton stated this is a departure from Local Choice who has been the Town's provider. She read a memo presented to Council by Mrs. Shelton, Treasurer:

During last year's budget process, Council requested that staff research optional health care plans due to the increased cost of providing benefits.

With the approval of Council at the November 13, 2012 meeting, the Town obtained the services of Becky Pollard with Business Solutions Inc. to take us through the bid process. On December 14, 2012 our health care plan was put out to bid. The Town received quotes from The Local Choice, our current carrier, as well as Anthem, Southern Health (Coventry), Optima and Piedmont. Aetna and United Health Care were provided with our bid packet, but declined to quote. We also received bids from the following dental carriers: Delta Dental, Premier Access, Ameritas, Mutual of Omaha, and Lincoln Financial. On February 28th, 2013, our deadline for the bid process, we had received competitive rates from several carriers.

Based on quotes received, Ms. Pollard put together several plan options in an effort to find the health care plan that would give us the best value for our dollar while at the same time giving our employees the protection they need. On Friday, March 22, 2013, the Finance Committee met with Ms. Pollard to discuss the carriers and the plans quoted as well as options that would provide a common ground for both the Town and its employees. One option that was recommended by Ms. Pollard and well received by the Committee was offering two plans; a high deductible plan paired with a middle of the road plan giving the employee the option to buy up at their expense. By the end of the meeting the Finance Committee and staff were in agreement on the carrier Southern Health for medical coverage and Ameritas for dental coverage. Both carriers offered competitive rates, as well as plans that were similar in design to what our employees were familiar with (co-pays and drug cards). Southern Health's plans also included vision coverage, which was important to the Committee and Staff, because our current plan, Key Advantage 250, through the Local Choice, includes vision coverage. At the close of the meeting, the Committee requested staff come back with a recommendation.

On Friday, March 29, 2013, the Finance Committee met with staff to receive staff's recommendation.

Staff recommended offering a \$1,000 deductible plan paired with \$500 and \$0 deductible plans combined with one dental plan through Ameritas. This package combination reduces the Town's expense while at the same time providing employees with additional options to select the health plan that best fits their needs. If an employee chooses to buy up to the \$500 or \$0 deductible plans, the cost difference is the employee's expense. The Town will continue to contribute 80% towards an employee's coverage and 40% towards a dependant's coverage.

The total cost of the plan offered is \$379,354.32, which includes medical/vision coverage, dental coverage as well as the professional's fee. The Town will see an overall savings of \$15,241.68, when compared to our current plan through the Local Choice. When compared to our current plan with FY 2014 rates, the savings is \$68,917.68.

There is a possibility of a one-time fee the Town may receive associated

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with the Town separating from the LocalChoice. The LocalChoice is a self-funded plan through the Commonwealth of Virginia. If a group leaves the program in a deficit position or if the pool in which the group participates is in a deficit for the plan year, then an Adverse Experience Adjustment (AEA) will be applied. According to the LocalChoice, this guarantees that no group that remains with the LocalChoice will ever be penalized because another group leaves in a deficit. The AEA cannot be predicted since it is a true look back on the plan year. If there is no deficit there is no AEA. We will be notified by the Local Choice within six months of the end of the plan year if there is an Adverse Experience Adjustment. At that time, if a fee is owed, it may be paid over a twelve month period in equal installments.

Mrs. Dalton stated one reason for wanting out of the Local Choice is because of their escalating cost. The Finance Committee recommends suffering whatever the Adverse Experience Adjustment is or may be and move on to a more competitive plan.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the Town accept the quote from Southern Healthcare for the Value PPO Plan with a \$1,000 deductible, as the base plan, with employee options to buy up to the Value PPO \$500 Deductible and a Care POS \$0 Deductible plans.

Mr. Higginbotham questioned the total cost of the plan.

Mrs. Dalton responded \$379,354.32 with a savings of \$15,241.68 over this previous years plan and compared to what the 2014 rates would be, the savings is \$68,917.68.

Mayor Mattox questioned how much the rates increased.

Mrs. Shelton responded 13.9%.

Mr. Higginbotham asked if that was the total cost of the plan or the Town's portion.

Mrs. Shelton responded the total cost.

Mayor Mattox called for the vote.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that the Town accept the quote of Ameritas for their Dental plan.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

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A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the Town Manager executes any necessary paperwork to opt out of the Town's current health insurance plan offered by Anthem.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton commended Mrs. Shelton for her efforts in putting together the insurance information.

### b. VML-Vehicle Insurance

Mrs. Dalton reported to Council information on the VML-Vehicle Insurance as requested at the March 25<sup>th</sup> Budget Work Session and the report details a five year history of claims through the Town's Auto Physical Damage Coverage provided by VML. The five year total for the three claims is \$18,510.10 for a yearly average of \$3,702.02. The town's five year total for premium for this coverage was \$17,316 for a yearly average of \$3,463.20. She noted \$240 less was paid by paying the premiums.

Mr. Higginbotham asked if ten year old vehicles needed to be insured and felt this should be answered before the Town locks into next year's rates.

Mrs. Dalton stated we do not currently have any ten year old or older vehicles under this coverage and asked if this was correct.

Mr. Higginbotham stated there were seven to ten year old vehicles that have collision coverage.

Mayor Mattox questioned the number of vehicles covered under this policy.

Mrs. Dalton suggested researching this question further.

### ii. Police/Legislative Committee

Mr. Edwards stated the Police Committee met and addressed the question of how the department is staffed. This question was forwarded to members of the Peer Analysis Group. This information was returned to the Police Committee and discussed to some degree; the Police Committee has not come to a resolution to date on staffing.

### iii. Public Works/Utility Committee

Mr. Ferguson advised the Public Works/Utility Committee met on April 4 and discussed items on their agenda.

#### 5<sup>th</sup> Street and Charlotte Drainage Project Update

Mr. Ferguson advised Public Works is waiting on VDOT in regards to this project.

#### WWTP Emergency Overflow Pond—PCB Issue/Update

Mr. Ferguson advised the Public Works Committee was presented the report provided by Dr. Lou Licht from Ecolotree in regard to his ongoing study utilizing phyto-remediation as a remediation alternative. He noted a

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hard copy of this report was provided to Council. He also advised the Committee reviewed Dr. Licht's proposal for additional work for this year in the amount of \$22,775. The Committee decided not to move forward with this additional work in 2013. Staff was asked to prepare an RFP for additional companies to come in and test the PCBs.

Mr. Edwards asked Mr. Ferguson if there was anything the committee would like to have tested that is not already being tested.

Mr. Ferguson stated the main issue is the PCBs and several companies are showing interest in testing.

Mr. Coggsdale noted the RFP is to address the procurement requirements that the Town would be under.

Mr. Edwards questioned what the requirements are for the Town.

Mr. Coggsdale stated if Town funds in excess of \$30,000 are being used, the Town has to put it out to the public, the procurement process, as outlined in the State Code.

Mr. Higginbotham stated that is not the purpose of the RFP.

Mr. Coggsdale responded it is a requirement that it be done and this can meet the requirement.

Mr. Higginbotham stated we are not asking for pricing; this RFP is to put out on the street for anyone who wants to do testing or examination with a quote later on.

Mayor Mattox stated this would invite people to come in and give them the opportunity to test.

Mrs. Dalton stated the anticipation is that the Town might find themselves in a position where they will have to pick and choose between what comes our way as a result of this request. She suggested the Committee would want to lean on the scientific expertise already involved here.

Mr. Higginbotham mentioned he spoke with Dr. Licht after his visit and Dr. Licht advised there are some things the Town could do on their own after not accepting his proposal. Mr. Higginbotham felt this should be revisited.

Mrs. Dalton noted there are some things that were learned from Dr. Licht.

Mr. Edwards stated you may or may not accept Dr. Licht's direction but if you can get pass that point, he stated a working cap would please him.

Mr. Higginbotham stated Dr. Licht is the only person that he is aware of that works with phytoremediation. He suggested as part of the RFP, if someone is out there that does phytoremediation they are welcome to come on board.

### Water Asset Management Study

Mr. Ferguson advised the committee reviewed the projects identified in the Water Asset Management Study and has directed staff to look at the development of funding alternatives for Project 1A for their next meeting. The Committee is also looking at the possibility of scheduling Project 1A in 2014 and following up the next year with Project 1B; Project 1A is the Bedford Avenue project and Project 1B is the Main Street project. (Staff feels it would not be prudent to conduct work on both of these entry points to town at the same time.)

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Mr. Edwards asked for a timeline on the seven projects that represent \$9.8 million. There is \$10 million to spend and Council needs to find the most prudent way to spend this money. He noted the information he has calls for seven projects in seven years.

Mrs. Dalton stated the Finance Committee as well as the Utility Committee will be working on this. She did not feel there would be seven projects in seven years; the finances would not work out that way.

Utility Fees

Mr. Ferguson advised the Committee discussed the proposed fee schedule related to the Enterprise Fund (Utility) and would like to recommend that the Capital Recovery Fee and the Fire Suppression fees be tabled until a future date. The Committee recommends that all other fees as identified remain in the budget.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, that the proposed Capital Recovery Fee and the proposed Fire Suppression Fee be removed from budget consideration and be discussed by the committee at a later date.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

b) Others

i. Planning Commission Report

Mr. Ferguson advised the Altavista Planning Commission held its monthly meeting April 1 and stated this report is to, first, update Town Council on one of the 2013 work plan items and secondly, to seek guidance from Town Council on another planning related matter.

1. The Planning Commission is moving forward with developing draft design guidelines for both the Downtown Revitalization Overlay District (DRO) and the Main Street Corridor. A plan of action is being developed to include seeking guidance from Mr. Scott Smith with Region 2000. Mr. Smith consulted on the development of the DRO and worked on some guidelines in 2007.
2. The Planning Commission discussed the idea of the Property Maintenance Code; an idea that was last considered in 2008. Prior to investing time and resources to consider this matter, the Planning Commission would like to have a directive from the Council to work on it.

Mr. Higginbotham felt a lot of discussion was brought forth with the property maintenance code and it was working and he did not know of any issues. He did not feel the Property Maintenance Code needed addressing at this time.

Mayor Mattox stated the Property Maintenance Code has been addressed; properties identified and felt staff was making progress.

Council was in agreement to leave the Property Maintenance Code as is.

## Regular Council Meeting—April 9, 2013

### ii. Altavista Chamber of Commerce

Mrs. Patty Eller, Altavista Chamber of Commerce Director, addressed Council with an update on the plans for 64<sup>th</sup> Uncle Billy's Day festivities.

### iii. Altavista Community Transit System "ACTS" Advisory Board

Mayor Mattox advised Council has been presented with an analysis and referred this information to the Finance Committee for their review.

## 9. New Business

### a) FIRST READING-FY2014 Operating Budget & FY2014-2018 CIP

Mr. Coggsdale advised prior to holding a public hearing on the FY 2014 Budget and Capital Improvement Plan (CIP), Council is required to conduct a "First Reading" of the proposed budget.

The FY 2014 proposed budget covers the period of July 1, 2013 through June 30, 2014 and includes expenditures of \$6,386,580. It is projected that the Town will collect revenue in the amount of \$7,193,510, a surplus of \$806,930 which will transfer to various reserves. The FY2014 budget is based on no increases to the tax rates. The water and sewer rates will see a five percent (5%) increase in FY 2014, based on the proposed budget. He noted the personal property relief is included in the budget; the actual percentage should be available from the Campbell County Commissioner of Revenue prior to the public hearing.

The FY 2014-2018 Capital Improvement Plan (CIP) for the next five years totals \$3,655,600 in expenditures. The proposed items in the CIP for FY 2014 total \$686,400 in expenditures with revenue coming from a variety of sources. He noted the adoption of the budget and Capital Improvement Plan (CIP) only appropriates the funds for the first year (FY 2014) of the Capital Improvement Plan, the remaining four years (FY 2015-2018) are for informational and planning purposes only.

Mr. Coggsdale advised following discussion by Council, staff will be seeking authorization to schedule a public hearing on the proposed Fiscal Year 2014 Budget and Fiscal Year 2014-2018 Capital Improvement Plan for Tuesday, May 14, 2013 at 7:00 p.m. It is anticipated that adoption of the budget will be considered at the June 11, 2013 Town Council meeting.

Mr. Coggsdale thanked Mrs. Shelton, Mr. Witt and all of the department heads for their hard work in preparing the budget and capital improvement plan.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to schedule a public hearing on the proposed Fiscal Year 2014 Budget and Fiscal Year 2014-2018 Capital Improvement Plan for Tuesday, May 14, 2013 at 7:00 p.m.

Mr. Higginbotham referred to the March Council meeting and his concern of the Town purchasing three new vehicles; Police Department, Economic Development and Transit. He stated \$3.7 million is needed to correct the water system and did not see the need for the three vehicles. He stated he could not imagine that the economic development director and assistant town manager could not share a vehicle.

Mr. Coggsdale stated if Council chooses to do so, it would be staff's recommendation due to the requirements of purchasing the transit vehicle that Council would need to purchase the economic development vehicle. The transit vehicle does come with strings attached.

Mr. Higginbotham verified the Town still has a pool vehicle.

Mr. Coggsdale answered affirmatively.

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Mr. George asked what the transit vehicle would be used for.

Mr. Coggsdale advised anything associated with the transit system; traveling to meetings, etc. He noted when it comes to scheduling, this vehicle would be used by Transit first.

Mrs. Dalton stated purposes are being discussed and the Town needs to either keep or have a vehicle that can be used as a pool car and there is a need for a vehicle that is designated transit that could be used for other purposes. She stated there is economic development which is a purpose and police as a purpose. She stated the purposes need to be covered.

Mr. Ferguson asked how much the transit vehicle would cost the Town.

Mr. Witt stated currently the vehicle is budgeted 80/20 percent at \$24,500; 80 percent is covered by the federal government and 20 percent by the Town of Altavista. After talking with the program administrator, the cost will likely be 91/9 percent; the Town of Altavista will pay 9 percent. Mr. Witt stated with the sell of the current pool car, the cost of the transit vehicle would be zero.

Mr. Edwards asked Mr. Witt to explain the use of a transit vehicle.

Mr. Witt stated he is on the CTAB (Community Transportation Advisory Board) and travels monthly somewhere in the state of Virginia for the meetings and also to the conferences that go along with this. He stated he has the sole responsibility of learning and training; he stated he travels to other organizations to learn about expanding. He noted he travels to Richmond and this vehicle would be for administrative purposes. Mr. Witt stated if he is not using the vehicle, it is a multi use vehicle and could be used by others. As stated, Department of Rail and Public Transportation has stipulations.

Mr. Higginbotham questioned the number of miles on the current pool car.

Mr. Witt responded 116,000 miles. He noted he is getting approximately 8 miles to the gallon of gas in town.

Mayor Mattox asked if it was the consensus of Council that the Economic Development Director needs a vehicle.

It was the consensus of Council to keep the Economic Development Director's vehicle in the proposed budget.

Mayor Mattox asked if it was the consensus of Council to keep the Transit vehicle in the proposed budget.

Mr. Higginbotham stated the problem he has is the 2003 pool car has 116,000 miles on it and felt the vehicles were not being managed. He felt a true asset would be a pickup truck.

Mr. Coggsdale left the Chamber at 8:35 p.m. and returned at 8:37 p.m.

It was the consensus of Council to keep the Transit vehicle in the proposed budget.

Mayor Mattox asked if it was consensus of Council to keep the Police vehicle in the proposed budget.

Mr. Emerson stated a take home policy is being reviewed and this may clarify if a new vehicle is needed.

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Mr. Edwards stated the situation of the Police Department is in a state of flux and to decide now, pro or opposing, would be wrong.

Mrs. Dalton stated she would wait on the Police Committee's report.

Mr. Higginbotham stated he did not feel the vehicles are not being managed.

Mr. George and Mr. Ferguson agreed to wait for the Police Committee's report.

It was the consensus of Council to keep the Police vehicle in the proposed budget.

Mr. Higginbotham questioned the Economic Development budgeted amount of \$21,000 for subsistence and lodging.

Mrs. Lucas stated the budget she put forth reflects the marketing plan; which includes building relationships with site selectors. These site selectors are not coming to Altavista but her traveling to them as well as attendance at economic development conferences.

Mrs. Dalton asked if the industry headquarters visits are included in this amount.

Mrs. Lucas stated the seven headquarters visits are included and will cover traveling expenses of the Mayor and the Town Manager.

Mr. Higginbotham referred to the \$100,000 for building replacement and did not feel this was considered economic development. He asked if these funds should be designated to replacing the pipelines.

Mrs. Lucas stated looking at the strategic plan, one area listed is the armory and what to do with it and to come up with a plan and tied to it possible housing. She stated this is a result of her moving forward with the strategic work plan/goal set.

Mr. Higginbotham stated if it is economically viable to tear the armory building down with six acres to go with, he stated he has talked to developers and Altavista does not have the same draw as Lynchburg. He did not feel \$100,000 could be spent and continue to move forward. He felt a developer would need to come in and say they will build houses if the building is torn down.

Mr. Edwards mentioned an Altavista organization is looking at the building with consideration of being responsible for the repairs to the armory.

Mr. Higginbotham asked Mr. Edwards if he was supporting his decision to remove this from the proposed budget.

Mr. Edwards stated he is leaning in that direction but didn't know the final analysis with the organization.

Mr. Higginbotham stated there are \$3.7 million of improvements that have been identified by the Public Works Director and would rather spend the \$100,000 towards these projects.

Mayor Mattox clarified because the amount is in the budget does not mean that it will be spent; this issue would come before Council if there is a need.

Mrs. Dalton mentioned Mrs. Lucas has been charged with a work order and would like to keep the amount in the proposed budget as a place holder.

Mr. Higginbotham stated he was okay with this as long as the item is brought before Council before moving forward.

It was the consensus of Council to leave the \$100,000 in the budget for possible demolition of the armory.



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Mr. Higginbotham questioned what one percent salary would cost the Town.

Mr. Coggsdale responded \$20,000.

Mr. Higginbotham asked if \$40,000 would be allocated for salary increases. He stated the math was wrong; that the math is \$28,000 based on 11% of retirement benefits, 7.5% of additional FICA and \$44,000 of worker's compensation with life insurance being a small part of this as well. He stated he has heard comments that the hourly workers are barely getting by and suggested Council consider 2% for the hourly and 1% for salary workers. He stated he did not know of any other organization that gives across the board raises.

Mr. George stated he understands Mr. Higginbotham's thoughts but as an example, you worked for the government and came up with a brilliant idea, this employee would not receive a bonus for this idea as may be possible when working for a company.

Mr. Edwards felt there were some deserving individuals and felt no one on Council knew what the average employee makes including the benefits. He felt this subject should bare more discussion.

Mr. Coggsdale stated the projections are done every year and based on the projections the number is \$39,700. He explained it covered \$2.4 million of salaries, \$186,000 FICA, \$256,000 VRS, and \$28,000 Group Life.

Mr. Higginbotham questioned the worker's compensation.

Mrs. Shelton advised that was \$44,000 per year.

Mr. Higginbotham questioned the unemployment.

Mrs. Shelton advised the Town does not prepay state and federal unemployment.

Mr. Higginbotham questioned the social security.

Mrs. Shelton advised it was 6.2% for social security and 1.45% for Medicare with the total being 7.65%. She noted over \$11,000 a quarter is being paid out.

Mayor Mattox asked the Finance Committee to review Mr. Higginbotham's notes and to move forward with 2% salary increase in the proposed budget.

Mr. George questioned with the change in the insurance companies will this cost the employees more.

Mrs. Shelton advised if an employee selects a \$1,000 deductible the amount of their premium as well as the Town's is significantly less than what they are currently paying. The employee can have the option to buy up to the \$500 plan and this plan is much of what they are paying now. With the zero deductible, the employee, at their expense, will pay a little more. This insurance plan is similar to what the Town now carries.

Mr. George stated his reasoning for asking if the employee was going to be paying more for insurance; it would justify the 2% increase.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

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Mr. Jay Higginbotham                      Yes

10.     Unfinished Business

a)   Public Nuisance (February Meeting) Follow Up

Mr. Coggsdale advised two months ago Council conducted a Public Nuisance Hearing in regard to barking dogs at 327 Myrtle Lane. Following the hearing, Council decided to take the issue under advisement until their next meeting. At the March meeting, Council decided to defer any action on the matter and took it under advisement until the April 2013 meeting. At this time, staff reports that there have been no additional formal complaints in regard to dogs barking at the subject site.

Mr. George left the Chamber at 9:05 p.m.

A motion was made by Mr. Higginbotham, seconded by Mr. Ferguson, to close the matter with no declaration of a public nuisance at 327 Myrtle Lane.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes

Mr. George returned to the Chamber at 9:06 p.m.

b)   Utility Billing Adjustment Policy

Mayor Mattox advised the Utility Billing Adjustment Policy has been previously conceptually endorsed by Council and needs to be adopted as such.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to adopt the Utility Billing Adjustment Policy as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

**Utility Billing Adjustment Policy**

**PURPOSE:** To provide guidelines for the adjustment of high utility bills caused by waterline leaks that the consumer could not reasonably have known about with normal diligence. The reason for providing a policy for reducing these bills is to reduce the financial burden on residents and other customers caused by no fault of their own.

**Water Charge Adjustment**

The Town Manager may approve adjustment of a customer's water usage charge in cases subject to the following conditions:

1. The customer must request an adjustment in writing within fourteen (14) days from the date the water bill (to which the adjustment is sought) was issued.
2. The customer must verify that the leak has been permanently repaired.
3. The leak must be in the customer's supply line, which is the portion of water supply from the

## Regular Council Meeting—April 9, 2013

meter to the point of use. Leaking fixtures, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, and similar situations will not be eligible for a leak adjustment.

Adjustments to the water usage charge will be based on "historic usage" of the customer, which shall reflect seasonal or other historic patterns. The Town Manager will review water bills for the previous four (4) billing periods. If the customer does not have at least four (4) previous bills to establish historical usage, then the adjustment will be based on available data. The Town Manager will credit the customer's account for the 75% of the excess water usage charge (the balance after the "historic usage"). Only one adjustment will be allowed in any calendar year.

### **Sewer Charge Adjustment**

The Town Manager may approve adjustment of the sewer usage charge if it is demonstrated the leaking water has not entered the sanitary sewer system. Leaks in waterlines, in which the water did not enter the sanitary sewer, will be based on historical usage only. Sewer adjustments will be based on the adjusted total of the water bill. Only one adjustment will be allowed in any calendar year.

### **Conditions**

The Town assumes no liability or responsibility for damage caused by leaks, or for repairs or inspections necessitated by leaks.

In no case shall the Town Manager approve an adjustment to water or sewer charges for abnormal water usage attributable to faulty toilets, leaking faucets, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, or other interior plumbing facilities (pipes, water heaters, furnaces, etc.) within the building the water meter serves.

In no case shall the Town Manager approve an adjustment or prorating of the quarterly fixed water or sewer charge.

The burden of proof for adjustment of water and/or sewer usage charges resulting from abnormal water usage pursuant to this policy rests with the customer, not the Town of Altavista. Failure to act in accordance with this policy or to meet the conditions as stated herein will result in a refusal by the Town Manager of an adjustment.

### **Payment Plan**

For large leaks, a partial payment plan may be established, if the customer requests such an arrangement. To qualify for a partial payment, the bill must be more than one hundred dollars (\$100).

The monthly partial payment must be a minimum of one-quarter of the total water and sewer bill due. Staff will give the customer information regarding the partial payment plan that details payments and due dates. The payment plan will apply only to the bill that was adjusted. All subsequent bills must be paid in full. Each customer is responsible for ensuring that he or she follows the payment dates to avoid service disconnection.

If the account is not paid in full on the final due date, the customer will be responsible for the penalty amount that accrues on the unpaid account balance. Establishment of a partial payment plan does not allow the customer to avoid the 10% late payment penalty.

ADOPTED BY TOWN COUNCIL ON TUESDAY, APRIL 9, 2013.

Mayor Mattox referred to the request of the resident at 1630 Melinda Drive for a second adjustment of \$167.71 and asked Council how they would like to proceed.

Mr. Higginbotham stated he would like to make a motion based on the fact the policy was not in place and the resident tried several plumbers during which time the water was still leaking; and the amount of \$167.71 be eliminated from the resident.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to allow an \$167.71 adjustment in the amount of \$167.71 for 1620 Melinda Drive's water bill.

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Mrs. Dalton asked for an explanation.

Mr. Coggsdale advised Ms. Childress received an adjustment to her bill. The leak was over two billing periods which led to the discussion regarding the policy. He stated because the meters are read quarterly this can be a burden. He felt giving second adjustments outside of the policy would have everyone asking for a second adjustment.

Mrs. Dalton asked Mr. Higginbotham if this was what he was asking for.

Mr. Higginbotham stated there was no policy when this leak occurred.

Mr. Coggsdale clarified there was a policy in place that allowed for one adjustment every twelve months.

Mrs. Dalton asked if Council forgives this obligation to pay for water would it be inside of the new policy or outside.

Mr. Coggsdale advised the new policy sticks with the one adjustment period, the only change with the new policy is the reduction in the duration of excess beyond the historical average in the past; it was 50% and has been reduced to 25%.

Motion carried:

VOTE:	Mr. Michael Mattox	No
	Mrs. Beverley Dalton	No
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	No
	Mr. Timothy George	No
	Mr. Jay Higginbotham	Yes

### 11. Manager's Report

#### a) Project Updates

##### **VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- The Intersection/Infrastructure/Streetscape Project (Project 5&6) has begun, with the contractor mobilizing on site.
- Pittsylvania Avenue Intersection Project has a deadline of June 1, 2013.
- VDOT Enhancement Project and Downtown Utility Replacement Project has construction period of 365 days.
- Approved VDOT Land Use Permit received from VDOT (Early March 2013)
- The Infrastructure portion of the project is underway.

#### b) Reports

- i. Departmental
- ii. Others

#### c) Other Items as Necessary

#### d) Informational Items

Mr. Coggsdale referred to a letter from Chief Hamilton stating his intent to retire July 1, 2013. He stated he appreciated all Chief Hamilton had done for the Town; his good thoughts and ideas made a difference.

Mayor Mattox thanked Chief Hamilton for his service and wished him well in his endeavors.

Mr. Edwards told Chief Hamilton he felt he had made a difference and positive things had occurred during his time as Chief and thanked him.

## Regular Council Meeting—April 9, 2013

### 12. Matters from Town Council

Mayor Mattox took a moment to thank the town manager, staff, and employees who helped to make the budget possible.

### 13. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(1) regarding discussion, consideration, of specific personnel.

A motion was made by Mrs. Dalton, and seconded by Mr. Edwards.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 9:28 P.M.

Notice was given that council was back in regular session 9:30 P.M.

#### FOLLOWING CLOSED SESSION:

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to adopt the certification of a closed meeting.

#### CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) the only matters discussed were the contents of the certification by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(1) regarding discussion, consideration, of police personnel.

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A motion was made by Mrs. Dalton, and seconded by Mr. Edwards.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 9:35 P.M.

Notice was given that council was back in regular session 9:47 P.M.

### FOLLOWING CLOSED SESSION:

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to adopt the certification of a closed meeting.

### CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

No one came forward.

The meeting was adjourned at 9:47 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk